

Resources

Department of
Rehabilitation:

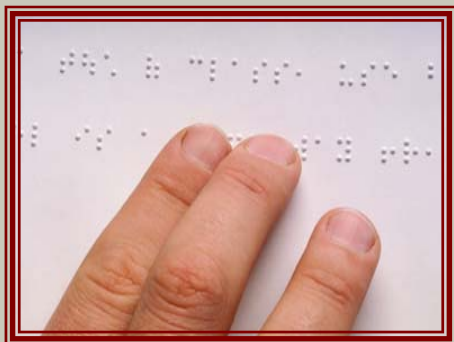
www.dor.ca.gov/workplace/

State Personnel Board
Examination Unit:

[www.spb.ca.gov/jobs/
resources/leap/certification.
htm](http://www.spb.ca.gov/jobs/resources/leap/certification.htm)

For free advice on
reasonable
accommodation, please
visit:

www.jan.wvu.edu



**Limited Examination &
Appointment Program**

leap@spb.ca.gov

State Personnel Board
801 Capitol Mall
Sacramento, CA 95814
(916) 651-9017

CA Relay Service*
Dial 7-1-1

*Provides assistance to individuals with
hearing and speech impairments and
those who are Spanish speaking.



SPB-84 (04/09)

State Personnel Board

LEAP

Limited Examination &
Appointment Program

**A Resource for
Job Seekers with
Disabilities**



**Learn how to start
your State career!**

LEAP

State Personnel Board

Limited Examination & Appointment Program

Overview

The LEAP is an alternate examination and appointment process administered by the State Personnel Board, designed to facilitate the hiring of persons with disabilities.

Advantages

- All candidates who have attained placement on a LEAP list are immediately eligible for employment
- Most LEAP examinations are accessible online via the Internet
- During the on-the-job examination period, LEAP candidates are paid for the work performed

Certification Process

➤ Step 1: Certification

Contact the Department of Rehabilitation to receive your LEAP certification

➤ Step 2: Eligibility

Once you are certified by the Department of Rehabilitation, provide a copy of the certificate to the State Personnel Board's Examination Unit to receive confirmation of eligibility to participate in a LEAP examination

➤ Step 3: Examination

Apply for a LEAP examination either online via the Internet, or by U.S. postal mail

Examination Process

➤ Step 1: Job Readiness Evaluation

Once you have successfully completed the evaluation you may apply for vacant positions

➤ Step 2: Job Examination Period

The job examination period takes place on-the-job

Reasonable Accommodation

- During the LEAP examination period, you may request reasonable accommodation
- Once hired, you may also request reasonable accommodation on-the-job